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**TO:** Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators

**FROM:** Amy Mendel-Clemens  
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<b>BEM/DWS OPERATIONS MEMO</b>					
<b>No:</b> 06-30					
<b>DATE:</b> 07/07/2006					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input checked="" type="checkbox"/>	<b>SC</b>	<input type="checkbox"/>
<b>CTS</b>	<input type="checkbox"/>	<b>CC</b>	<input type="checkbox"/>	<b>W-2</b>	<input type="checkbox"/>
<b>FSET</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>	<b>CF</b>	<input type="checkbox"/>
<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>	<b>RAP</b>	<input type="checkbox"/>
<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<b>EP</b>	<input type="checkbox"/>	★
<b>PRIORITY: Medium</b>					

**SUBJECT:** Family Planning Waiver and New Hire Data Exchange

**CROSS REFERENCE:** Operations Memo 02-73  
Medicaid Eligibility Handbook Chapter 5.15

**EFFECTIVE DATE:** Immediately

**PURPOSE**

This memo is being released as a reminder of how to correctly process New Hire information for a case that is open for Family Planning Waiver (FPW).

**BACKGROUND**

The Medicaid subprogram Family Planning Waiver (FPW) began serving eligible Wisconsin women in January 2003. A woman eligible for FPW is not required to report a change in income outside of the initial application period or at review.

We have received requests to clarify the income verification process when a woman is receiving FPW, or FPW and FoodShare (FS) for example, and fails to verify household income. Although it is appropriate to terminate eligibility for the FS case, the eligibility for FPW should not be terminated because recipients of FPW are not required to report employment or income changes that occur after the application but during the certification period. This memo outlines

the correct process to use when acting on a reported income change when the case is open for FPW.

## **POLICY**

As outlined in Chapter 5.15.8 of the Medicaid Eligibility Handbook (MEH):

*Women receiving FPW only are not required to report changes in income. Income is anything you receive in cash or in kind that you can use to meet your needs for food, clothing, and shelter or household composition during the 12-month certification period. FPW recipients are still required to report all other changes within 10 days of the change.*

Therefore, when a case is open for FPW and another program of assistance, and income verification is requested because of a New Hire match for the other program and the New Hire form is not submitted timely, the eligibility worker should take action to terminate eligibility for the other program.

### **Example 1:**

Lydia and her son Nick are currently eligible for FS and Lydia is eligible for FPW. Lydia's case is updated by the New Hire auto-update process for her new employment. The verification code Q? is entered on the Employment page and the EVF-E automatically generated by CARES.

Lydia's worker, Ben, has not received anything from Lydia, so after 10 days, Ben takes action on the case. Ben closes the FS case but does not close Lydia's FPW eligibility because he knows that Lydia remains eligible for FPW for the full 12 months.

### **The FPW Extension Phase**

A woman's FPW eligibility cannot end during the 12-month eligibility period when a financial change results in a woman's income exceeding 185% of the FPL. If a woman reports an income or household composition change at any time during the 12-month certification period that results in her income exceeding the FPW income limit, she will be entered into the FPW extension phase.

The FPW extension phase will be indicated by an information reason code on CARES. A review notice will be sent out according to the normal CARES review schedule. In order to continue the FPW eligibility, a client must complete a full review of eligibility.

### **Example 2:**

Barb applied for the FPW in March and was found eligible. In June, she reports to her worker Ellen that she has found a new job and is making more money.

Although Barb did not need to report this change, Ellen still enters the information into CARES. Based on her new income, Barb is over the income limit for the FPW, and is now in the FPW extension phase. On AGE, Ellen sees the reason code <525>, which indicates that she is in the FPW extension phase.

## ***CORRECT CARES VERIFICATION CODE***

Until the CWW programming changes have been made, enter the following codes to close various assistance programs:

- When **FPW is the only program open** on the case and a recipient fails to verify income, enter <NV> on the CWW Employment page so that FPW remains open.
- When a case is **open for FPW and FS, W-2 or CC** and the recipient fails to verify income, use <NV> on the CWW Employment page to close FS, W2 or CC and keep FPW open. Do not use CARES code <QV> when income verification has not been provided for a case that is open for FPW and other non-Medicaid Programs because this incorrectly closes FPW.

**NOTE ➤** It is appropriate to continue to use <Q?> and <QV> for circumstances when other (non-income) verification has not been received, or when employment was not reported at application or review for FPW that should have been used in the eligibility determination.

- When a case is **open for FPW and other Medicaid subprograms** (i.e: for other family members), and questionable income is not verified, enter a <QV> to close the other Medicaid subprograms. Suppress the FPW closure notice and complete a manual certification form (HCF 10110) to keep FPW certified through the remainder of the benefit period.

<b>Assistance Programs</b>	<b>Closure Code</b>	<b>Outcome</b>
FPW and FS, W2, CC	NV on CWW Employment page	FS, W2 and CC will close, FPW remains open
FPW and MA	QV on CWW Employment page or other mandatory verification fields	MA and FPW will close, suppress the termination notice for FPW and do a manual certification for the remainder of the FPW certification period

CWW programming changes to correct this inconsistency have been requested and when complete will be announced at a future date.

## ***CONTACTS***

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.  
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